

## STEP-BY-STEP FOR NON-MANDATORY CUSTOMERS

1. Community agency representative, FEP or Case Manager meets with individual and discovers/determines that she might be a candidate for nontraditional employment opportunities.
2. Community agency representative, FEP or Case Manager gives WITT Career Information Session flyer to individual and suggests that she register to attend. *Alternatively, FEP or Case Manager contacts Joy Wiggert, E&T Training Coordinator, at (608) 242-4565 to register participant for the next available WITT Career Information Session OR FEP or Case Manager has the participant contact Joy, from his/her cubicle, to register for the next available WITT Career Information Session. **NOTE:** If you (or the participant) reach the voice mail, please leave the registrant's first name; last name; mailing address (including city and zipcode); home phone number; and the date of the session for which you are registering.*

*Joy Wiggert will send a confirmation letter to all WITT Career Information Session registrants indicating which session she is registered for and where the session is to be held. Joy will cc: the Community agency representative, FEP or Case Manager to confirm to program participant's registration.*

3. Once an individual has completed the WITT Career Information Session, the WITT Program Assessment Session, and the WITT Interview **and** she has met (or exceeded) the program eligibility criteria, she will be notified in writing of her acceptance into the (designated) WITT Pre-employment Training Program.

**Post pre-employment training program steps – under construction**